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18 June 1964

MEMORANDUM FOR: Members of the IP Career Service Board

SUBJECT: Policy and Procedures for Full-Time Academic Training

1. It is the policy of NPIC to sponsor full-time academic training for Center personnel in those situations where such training affords the best solution to our requirements. Full-time academic training can be utilized where it is necessary to increase the capabilities of an individual to perform a current duty assignment or where it is essential to increase the capabilities of an individual to perform a projected duty assignment requiring additional skills or knowledge.

2. A thorough review must be undertaken by the Staff or Division nominating an individual for full-time academic training to ensure that:

a. Full-time academic training, as opposed to after hours or part-time training of the individual or recruitment, or transfer of another person is the best way to solve the particular staffing problem under consideration.

b. The individual proposed is, at that time, the Center's most suitable candidate and has the background capability and interest to successfully complete and utilize the training.

c. Both the course of instruction and the institution proposed are of a level to assure the desired results.

3. Requests for full-time academic training will be coordinated with the Chief, Training Branch, AS/NPIC before submission to the NPIC Career Service Board for review. If concurred in by the IP Career Service Board and approved by the Director, NPIC, the request will be submitted to the Director of Training for his approval.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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